

**CITY OF MOUNT HOLLY REQUEST  
FOR LETTER OF INTEREST (RFLOI) – TIP # C-5606A**

TITLE: BELMONT-MOUNT HOLLY ROAD SIDEWALK CONNECTOR (C-5606A)

ISSUE DATE: May 30, 2018

SUBMITTAL DEADLINE: 2:00 PM on June 25, 2018

ISSUING AGENCY: CITY OF MOUNT HOLLY

**SYNOPSIS**

Subconsultants are permitted under this contract.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

**The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform required right-of-way services. The NCDOT work codes required are:**

- 00194 – Right of Way Negotiators
- 00192 – Right of Way Appraisals
- 00186 – Relocation Assistance
- 00013 – Appraisal Review
- 00185 – Relocation Review

**WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).**

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide Right-of-Way services:

The ROW firm will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. All engineers and technicians assigned to the Project shall be NCDOT certified for necessary work codes. The ROW firm shall indemnify and save harmless the City of Mount Holly for claims and liabilities resulting from negligence, errors or omissions of the ROW firm, including, but not limited to, the engineers, technicians or sub-consultants.

LOIs SHALL be received BY MAIL OR HAND-DELIVERY no later than 2:00 PM on June 25, 2018.

Mailing address is:

City of Mount Holly  
Attn: Brian DuPont, Planner  
PO Box 406  
Mount Holly, NC 28120

Hand delivery is:

City of Mount Holly  
Attn: Brian DuPont, Planner  
400 East Central Avenue  
Mount Holly, NC 28120

Any questions concerning the advertisement should be directed to [brian.dupont@mtholly.us](mailto:brian.dupont@mtholly.us) or by telephone at (704) 951-3009.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **SCOPE OF WORK**

The City of Mount Holly is soliciting proposals for the services of a firm/team for the following contract scope of work:

The project consists of right of way acquisition and negotiation for up to 23 properties as needed for the future construction of a paved shoulder, curb and gutter, and a five foot wide sidewalk along the west side of the road. The sidewalk to be constructed is along Belmont-Mount Holly Road between existing sidewalk at the Circle K gas station near Belmont Abbey College to the existing sidewalk at Margarete Avenue.

The tasks required to meet these goals will include:

- Use of location and survey maps provided by City as approved by NCDOT
- Negotiate and acquire right-of-way needed for construction
- Conduct meetings with appropriate City personnel

The firm selected for Right of Wayservices shall comply with the policies and procedures for the Right of Way contract. Provide these services as per NCDOT Standards.

**PROPOSED CONTRACT TIME:** 180 days from Notice to Proceed

**PROPOSED CONTRACT PAYMENT TYPE:** The proposed method of payment for this contract is lump sum.

## **SUBMITTAL REQUIREMENTS**

All Letters of Interest are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. Letters of interest containing more than 15 pages will not be considered.

The submittal package should include:

- One (1) bound original LOI. Please identify as original
- Five (5) bound copies of your LOI
- One (1) flash drive or CD with proposal in PDF format

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.**

## **SELECTION PROCESS**

The selection of a firm to provide Right of Way services on this specific project will be handled in accordance with the following process:

1. Submission by the firm of a qualifying LOI.
2. City of Mount Holly will short list qualified firms.
3. Pre-interview meeting and oral interview at the option of the City of Mount Holly.
4. City of Mount Holly will select a firm to provide the Right of Way acquisition Services.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **NCDOT PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **SELECTION CRITERIA**

**All prequalified firms who submit responsive letters of interest will be considered.**

Firms submitting LOIs to perform the Right of Way Services on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm from those submitting an LOI:

1. Technical Approach/Understanding of Project. 20%
2. Experience of Proposed Personnel. 20%
3. Ability of the firm to Perform the Proposed Work. 20%
4. Experience with Similar Projects both in Scope and Funding. 20%

## 5. References. 20%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to Brian DuPont, Planner, City of Mount Holly and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

### Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

### Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

### Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's

organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

#### Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

#### APPENDICES-

##### PROPOSED CONTRACT BETWEEN CITY AND FIRM

Please attach a contract that negotiations could be based from if your firm is selected. This would help expedite the process upon firm selection and notification to proceed.

##### CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form). The required forms are available on the Department's website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to Brian DuPont at [brian.dupont@mtholly.us](mailto:brian.dupont@mtholly.us) for the City of Mount Holly.

If Applicable, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than June 7, 2018. The last addendum will be issued no later than June 11, 2018.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – May 30, 2018

Deadline for Questions – June 7, 2018

Issue Final Addendum – June 11, 2018.

Deadline for LOI Submission – 2:00 PM on June 25, 2018

Shortlist Announced \* - June 28, 2018

Interviews - the week of July 9-July 13, 2018.

Firm Selection and Notification \*\* - August 13, 2018.

Anticipated Notice to Proceed – August 27, 2018.

\* Notification will ONLY be sent to shortlisted firms.

\*\* Notification will ONLY be sent to selected firms.